

~~CONFIDENTIAL~~

21 September 1951

MEMORANDUM

1. ~~The function of the Committee is~~ to submit a plan to the DCI implementing the subject proposal, in accordance with memorandum of 13 September 1951 to the DCI from the D/TR. Pursuant to the directive referred to in the memorandum, the Committee will determine policies and issue directives relevant to the implementation of the subject proposal."

2. ~~The duties of the Executive Secretary will be~~ to act as Executive Officer of the Committee and to perform such other duties as may be assigned to him by the Chairman or the Committee."

3. a) Advise the Assistant Directors and Office Heads of the appointment of Mr. \_\_\_\_\_ as Executive Secretary of this Committee. b) Request that the Assistant Directors and heads of such offices give their fullest cooperation to Mr. \_\_\_\_\_ in the performance of his duties as assigned him by the Committee. It is hoped that the Assistant Directors and heads of offices will do this in person, but if this responsibility is delegated to anyone else that the individual so selected have the confidence of his Chief and be able to speak authoritatively for him.

*Summarize contents.*

4. In order to give the Committee a modus operandi, the Executive Secretary is directed to present to the Chairman a tentative agenda for the Committee. This to be accomplished by \_\_\_\_\_ date and circulated to the Committee twenty-four hours prior to the first meeting.

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